

21 November 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Cost Savings

Transportation:

(a) Travel Reimbursement: [REDACTED] Chief, Budget and Finance Branch, A&TS, OS, advised that the OS expenditures for local travel in FY 69 amounted to \$24,315.68. Based upon vouchers on hand this would equate to about 8,800 trips. After discussion it is estimated that 50 percent of these reimbursements could have been saved if the entire Agency was located upon the Headquarters compound, or in other words \$12,157.84 possible annual savings.

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(b) Loss of Time: Based upon the representative sampling it was estimated that the average round trip involved 30 minutes of travel time and the average grade of those submitting Form 2646 (Petty Cash Reimbursement) was GS-14 at \$9.80 per hour and involved approximately 2,200 hours the savings would be \$21,560.

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(c) Official Vehicles: [REDACTED] Chief, Logistics Branch, A&TS, OS, advised that of the 34 vehicles appearing on the TVA, three could be saved through a consolidation of the Agency. These were tentatively identified as a guard vehicle used to service outlying guard posts, a vehicle used to service outlying buildings by security officers, and one of the OS courier vehicles.

[REDACTED] Agency Motor Pool, advised that the average expenditure per vehicle, maintenance, gasoline, and etc. is \$250 per annum. Therefore, three vehicles would possibly save \$750 per annum. The one time replacement cost of \$1800 per vehicle or \$5400 could also possibly be saved.

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[REDACTED]
Building Planning Staff, OL

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